

**Washington State Board of Health  
Policy & Procedure**

<b>Policy Number:</b>	<b>2001-001</b>
<b>Subject:</b>	<b>Monitoring and Communicating With the Legislature About Legislation Relevant to the State Board of Health</b>
<b>Approved Date:</b>	<b>January 10, 2001 (Revised June 13, 2012)</b>

**Policy Statement**

The Washington State Board of Health monitors and communicates with the Legislature on proposed legislation that:

- Has a direct impact on the Board’s statutory powers and duties;
- Runs counter to the Board’s intent or direction as stated in existing rule;
- Is directly related to priorities established by the Board each biennium, supported by a Board-approved strategic plan, work plan, interim document, or final report;
- Is directly related to a policy issue addressed in the Board’s “Statement on Likely Legislative Issues.”
- May adversely impact the public health system.

**Procedure**

Prior to each legislative session, Board staff, under the direction of the Executive Director, will identify policy issues that are likely to come before the Legislature that have any bearing on the Board’s broad statutory authority, its rule making activities, or its priorities. The Executive Director will present a list of these issues to the Board for discussion at a meeting prior to legislative session. The Board may choose to adopt a “Statement on Likely Legislative Issues” that reflects the Board’s position on those issues.

During legislative session, Board staff will routinely review legislative bill introductions, committee agendas, and monitor legislative meetings. The Executive Director will provide regular legislative updates to Board members, which may include: upcoming hearings or work sessions, staff activities, bill summaries and recommendations, and budget information.

**Action on Bills of Interest**

Board staff, in consultation with the Executive Director, shall prepare a summary of concerns, draft messages, and suggested technical solutions for the Chair’s approval that Board members or staff may use to communicate the Board’s position to a bill’s sponsor, appropriate committee chairs, other legislators, and legislative staff.

The Executive Director and the Board Chair or his or her designee must review and approve all correspondence to legislators and legislative staff that conveys the Board's position on legislation or other issues before the Legislature. The correspondence should routinely be copied and sent to the Office of the Secretary – Policy, Legislative, and Constituent Relations.

### **Responsibility for Communicating with the Legislature**

The Board Chair may recommend a specific amendment or other action on proposed legislation to legislators or legislative staff on behalf of the Board, if the Chair believes the position is generally consistent with the wishes of the majority of the Board. The Executive Director or Board staff may transmit or deliver these communications for the Chair.

A Board member may communicate his or her views on Board letterhead and may ask Board staff to help communicate his or her views only if the communication is consistent with Board position and this policy.

This policy is not intended to prevent a Board member from communicating with the Legislature on proposed legislation or other matters of personal interest to the member. However, in these cases, the Board member must clarify that his or her communications do not necessarily reflect the views of the Board and that he or she is acting on his or her own personal behalf.

### **Agency Request Legislation**

Board staff must prepare agency request legislation according to Office of Financial Management (OFM) guidelines and schedules. The Executive Director shall work closely with other state agencies to assure the bill does not conflict with other agency authorities. Consistent with OFM guidelines, all agency request legislation must receive Governor's approval before the Executive Director may seek sponsors or promote the bill to legislators.

### **Recommendations to the Governor**

If the Legislature passes a bill that the Board has testified on or sought amendments to, Board staff, in consultation with the Executive Director and Board Chair, may develop a recommendation to the Governor to sign, partially veto, or veto the legislation. The memo must briefly describe the bill, the Board's position, and recommend Governor's action (sign, partial veto, or veto). Prior to submitting a memo to the Governor's office, staff must complete an enrolled bill analysis for the Governor's executive policy analyst assigned to the legislation.

### **PDC Reporting**

Any Board or staff member who has in-person contact with legislators or legislative staff, including in meetings and at hearings, regarding legislation on behalf of the Board must report the activity to the Executive Director. This report must include the date of the communication, length of time spent with the individual(s), and the topic of discussion, including bill numbers. The Executive Director may need to include these reports in the Board's consolidated quarterly lobbying report as required by the Public Disclosure Commission under RCW 42.17A.635.